



718th Force Support Squadron

Virtual In-Processing Procedures



I N T E G R I T Y ~ S E R V I C E ~ E X C E L L E N C E

Kadena Post Office



- **Requirements**
- **Documents Required**
- **In-processing Procedures**
 - **Slide 5: Sponsor mailbox set-up for inbound**
 - **Slide 6: Mailbox set-up (if no sponsor action)**



Requirements

- **Be within 30 days of arrival to Kadena AB**
- **Orders must state assignment to Kadena AB**



Documents Required

- **.PDF copy of complete orders to Kadena AB**
- **Orders must state assignment to Kadena AB**



Sponsor mailbox set-up for inbound member

- Inbound must arrive to Kadena within 30 days and have orders assigned to Kadena AB
- Must possess the inbound's orders or LOA/LOE.
- Complete AF 624 according to the example.
 - Complete all the sections corresponding to the yellow highlighted areas
 - Please Note: The inbound will complete the other areas once they arrive.
- E-mail inbound's orders/LOA/LOE and AF 624 to Kadena Post Office
 - Encryption is required due to PII
- Kadena Post Office verifies the documents and sends you the inbound's new mailing address.
 - Provide new address to inbound to begin shipping items to his/her new address.
 - When inbound arrives to Kadena, instruct member to e-mail Kadena Post Office to finish in-processing and receive mailbox code.

718FSS.FSVP.KADENAPOSTOFFICE@US.AF.MIL



Sponsor mailbox set-up for inbound member AF 624 Example

SPONSOR FILL OUT THIS SECTION SPONSEE FILL OUT THIS SECTION

BASE/UNIT LOCATOR AND PSC DIRECTORY			
PRIVACY ACT STATEMENT			
<p>NOTE 1: Information protected under the Privacy Act Requires consent for release. (See AFI37-132 for authorized disclosures without consent.) AUTHORITY: 50 U.S.C. 405 and 10 U.S.C. 8013. PRINCIPAL PURPOSE(S): Answers official and unofficial requests to locate personnel and readdress incorrectly addressed personal mail. ROUTINE USE(S): This information may be disclosed: to a federal, state, local or foreign agency to investigate or prosecute an actual or potential violation of law (civil, criminal, or regulatory); to a federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information to get information relevant to an Air Force decision on hiring or retaining an employee, issuing a security clearance, letting a contract, issuing a license, grant or other benefit; to a federal agency in response to its request, on the hiring or retention of an employee, issuance of a security clearance, reporting an investigation of an employee, letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency, if the information is relevant and necessary to the requesting agency's decision on the matter; to a congressional office in response to their inquiry made at the request of that individual; to DMB for review of private relief legislation per DMB Circ. A-18; to foreign law enforcement, security, investigatory, or administrative authorities to comply with requirements imposed by, or to claim rights in, international agreements and arrangements, including those regulating the stationing and status in foreign countries of DoD military and civilian personnel; to state and local taxing authorities for information normally in IRS Form W-2 and only to those authorities for which an employee or military member is or was subject to tax; to DPM to perform its legal functions; to DoJ to represent DoD or a member of DoD in pending or potential litigation; information on current military addresses and assignments to overseas military banking facilities that are reimbursed by the Government for checking and loan losses; for separated, discharged, or retired personnel the last known residential or home of record address to a military banking facility on certification by a bank officer that they have returned or dishonored check from the person or if the subject has defaulted on a loan and the US Government is liable for losses; to GSA and IAFA for records management inspections; to MSPB for appeals, litigation, and special studies; for counterintelligence activities for enforcing laws that protect the national security of the United States.</p> <p>DISCLOSURE: Disclosure of this information is voluntary. However, refusal to provide the information could result in the individual not being contacted for official/personal/emergency matters and non-delivery of personal mail.</p>			
NAME (Last, First, Middle Initial)	GRADE	BOX NO.	DM
DOB ID#	HOME PHONE		
ORGANIZATION	OFFICE SYMBOL	DUTY PHONE	
PERSONAL EMAIL			
ESTIMATED ARRIVAL DATE	RNLT0	DEROS (DEPARTURE DATE)	
<p>I <input type="checkbox"/> DO <input checked="" type="checkbox"/> DO NOT give consent to release my home address, home telephone number and other personal data contained in my Locator File to any person. (AFI37-129 and AFI37-132).</p>			
SIGNATURE			DATE
ADDITIONAL DATA (See AFI37-129)			
LIST OF DEPENDENTS OR OTHER LAST NAMES (i.e. MAIDEN NAMES)			
SPONSOR RANK/NAME/DUTY PHONE			



Mailbox set-up (if no sponsor action)

- Must arrive to Kadena within 30 days and have orders assigned to Kadena AB
- Provide .PDF copy of your orders/LOA/LOE
- Complete AF 624 according to the example
- Acknowledge “Memorandum for Kadena Post Office Patrons” with digital signature
- E-mail .PDF orders/LOA/LOE, AF 624, and Memorandum to Kadena Post Office
 - Encryption is required due to PII
- Kadena Post Office verifies the documents and sends your new address, mailbox combination, and important information about the post office.

718FSS.FSVP.KADENAPOSTOFFICE@US.AF.MIL



Mailbox set-up (if no sponsor action) AF 624 Example

BASE/UNIT LOCATOR AND PSC DIRECTORY			
PRIVACY ACT STATEMENT			
<p>NOTE 1: Information protected under the Privacy Act Requires consent for release. (See AFI37-132 for authorized disclosures without consent.)</p> <p>AUTHORITY: 30 U.S.C. 406 and 10 U.S.C. 8013.</p> <p>PRINCIPAL PURPOSE(S): Answers official and unofficial requests to locate personnel and readdress incorrectly addressed personal mail.</p> <p>ROUTINE USE(S): This information may be disclosed to a federal, state, local or foreign agency to investigate or prosecute an actual or potential violation of law (civil, criminal, or regulatory); to a federal, state, or local agency in obtaining civil, criminal, or other relevant information or information to get information relevant to an Air Force decision on hiring or retaining an employee; issuing a security clearance; letting a contract; issuing a license, grant or other benefit to a federal agency; in response to requests on the hiring or retention of an employee; issuance of a security clearance; receiving an investigation of an employee; letting of a contract; or issuance of a license, grant, or other benefit by the requesting agency; if the information is relevant and necessary to the requesting agency's decision on the matter to a congressional office in response to their inquiry made at the request of that individual; to OMB for review of proposed legislation per OMB Cir. 4-19; to foreign law enforcement, security, intelligence, or administrative agencies to comply with requirements imposed by treaty commitments, international agreements and arrangements; including prospecting for the following and status of their courses of DOD military and civilian personnel; to state and local law enforcement agencies for information normally in RS Form W-2 and only to those agencies for which an employee or military member is or was subject to tax; to OPM to perform its legal functions; to DoD personnel DoD or a member of DoD in pending or potential litigation; information on current military addresses and assignments to overseas military banking facilities that are reimbursed by the Government for banking and loan losses for separated, discharged, or retired personnel; the last known residential or home of record address to a military banking facility on certificate by a bank officer that they have a required or disbursed check from the person or if the subject has defaulted on a loan and the US Government is liable for losses; to OSA and NARA for records management purposes; to MSPB for appeals, litigation, and special studies; for confidential source activities for enforcing laws that protect the national security of the United States.</p> <p>DISCLOSURE: Disclosure of this information is voluntary. How we intend to provide the information could result in the individual not being contacted for official/personal emergency matters and non-delivery of personal mail.</p>			
NAME (Last, First, Middle Initial)	GRADE	BOX NO.	DM
DOD ID #	HOME PHONE		
ORGANIZATION	OFFICE SYMBOL	DUTY PHONE	
PERSONAL EMAIL			
ESTIMATED ARRIVAL DATE	RNLTD (Latest potential date of arrival here)	DEROS (Departure Date from Kadena)	
<p>I <input type="checkbox"/> DO <input checked="" type="checkbox"/> DO NOT give consent to release my home address, home telephone number and other personal data contained in my Locator File to any person. (AFI37-129 and AFI37-132).</p>			
SIGNATURE			DATE
ADDITIONAL DATA (See AFI37-129)			
LIST OF DEPENDENTS OR OTHER LAST NAMES (i.e. MAIDEN NAMES)			